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100-1000-1000

6 MAR 1963

MEMORANDUM FOR: Director of Personnel

SUBJECT: Advanced Sick Leave [redacted]

Assignment 1001-1000-1000

25X1

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1. This memorandum contains a recommendation for the approval of Director of Personnel. Said recommendation is in paragraph 5 below.

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2. [redacted] GS-04 Clerk-Steno of this office, was absent on sick leave and under the care of a physician for an infected eyelid during the period 5-15 February 1963. As a result, she was placed on HOP status for a total of 47 hours.

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3. At the close of the 1962 leave year, [redacted] HOP balance was 244 hours. This deficit was caused by an extended absence from her previous position with [redacted] of the District of Columbia. Her absence was occasioned by injuries suffered in an automobile accident.

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4. [redacted] has demonstrated that she is a dependable employee and it is desired to replenish the significant reduction she has suffered as a result of being carried on an HOP basis.

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5. It is requested that [redacted] be advanced 47 hours sick leave to cover the period of 5-15 February 1963.

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[redacted]
JACK C. LINDFORD
Colonel, USAF
Assistant Director
(Special Activities)

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The recommendation in paragraph 5 APPROVED:

Approved via phone today
(Approval was granted between 8-12 March 1963)

WILLIAM D. FORBES
Director of Personnel

3 MAY 1963

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DATE 25/7/81 REVIEWER 064540

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FB/OSA [redacted] mrs
(6 March 1963)

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